

**MEETING NOTES**

Date of Meeting:

PURPOSE OF MEETING:

ATTENDEES:

## Discussion Topic:

NOTES:

* Put discussion notes here bulleted by each point
* And another point
	+ Sub points to the point get indented
	+ But you only put a bullet or a sub bullet if there are two or more

DECISIONS MADE:

* Decisions made on the topic go here, even if it’s something like: A smaller group will meet separately to review or whatever

NEXT STEPS:

## DISCUSSION TOPIC:

NOTES:

DECISIONS MADE:

NEXT STEPS: